



**TOWN OF WESTFORD  
BOARD OF SELECTMEN**

TOWN HALL  
55 Main Street  
WESTFORD, MA 01886  
Telephone (978) 692-5501 Fax (978) 399-2557

**ACTION TAKEN  
REVISED**

**MEETING AGENDA**

Tuesday, November 15, 2016

7:00PM

Town Hall, Meeting Room, 55 Main Street

1. 7:00PM **Executive Session**  
To consider the purchase of a Conservation Restriction on 41-43 Lowell Road as an open meeting may have a detrimental effect on the negotiating position of the town
2. 7:30PM **Call to Order**
3. 7:31PM **Pledge of Allegiance**
4. 7:32PM **Open Forum/FAQ/Announcements**
  1. Recognize Sandra Habe for her 18 years of service to the town with the Parks, Grounds, Recreation and Cemetery Departments
  2. Announce Logan Data, Inc., 2 Lan Drive as recipient of the Greater Lowell Chamber of Commerce 2016 Stephen Jones Community Champion Award
  - a. Don Siriani announced that resident Gus Bickford was elected as Chair of the Massachusetts Democratic Party
  - b. Andrea Peraner-Sweet announced that 31% of the town's registered voters voted early in the recent election
  - c. Scott Hazelton recognized Boy Scout Troop 100 who volunteered to rake leaves at the Abbot School on election day
  - d. Zac Cataldo announced that the Board of Health voted unanimously to request the Board of Selectmen to allow them to hire their own special independent legal counsel to discuss their options regarding the proposed asphalt plant. Andrea Peraner-Sweet replied that as the topic was not posted on the meeting's agenda, it would be in violation of the open meeting laws to act on the request at the meeting, and she agreed to add the topic to the agenda for the November 18, 2016.
5. 7:35PM **Public Hearing: Classification of Taxable Property for Fiscal Year 2017**  
*-Paul Plouffe, Principal Assessor*
  - a. Voted 5-0 to adopt a single tax rate
  - b. Voted 5-0 to provide small commercial properties assessed under \$1 million with a 10% commercial exemption
  - c. The final vote will occur at a future meeting

6. 7:45PM      **Presentation of Fiscal Year 2018 Budget** -Jodi Ross, Town Manager
7. 8:00PM      **Public Hearing: Verizon petition for the relocation of pole P43 / 89 Main Street**  
**Approved 5-0**      -Everett Bryan, engineer, Verizon
8. 8:05PM      **Followup of Recreation Commission Feasibility Study**  
-Pat Savage, Recreation Director  
**The board asked for a survey first, and depending on the results, then a request-for-proposals for a feasibility study to be issued**
9. 8:15PM      **Request to place a “dead end” street sign on Hill Street**  
**Approved 5-0**      -Karishma P. Kotak, 11 Hill Street
10. 8:20PM      **Request to review and approve the Westford Housing Production Plan 2017-2021**  
**Approved 5-0 as amended**      -Jay Donovan, Asst. Dir., Northern Middlesex Council of Governments  
-Chris Kluchman, Dir. of Land Use Management
11. 8:35PM      **Review and approve draft letter to the Massachusetts Housing Finance Agency (MassHousing) in review of a proposed Chapter 40B development on 4 Powers Road known as “Sugar Maple Lane”**  
**Approved 5-0**      -Chris Kluchman, Dir. of Land Use Management
12. 8:45PM      **Request to support the dedication of Concord Road as the Colonel John Robinson Memorial Highway**      -David Christiana  
**Approved 5-0 for letter to be drafted and signed by Chair**
13. 8:50PM      **Old/New Business**  
**Continue to 12/13 →** 1. Discuss 2017 Board of Selectmen/Town Manager Goals  
**Kelly Ross →** 2. Consider Selectman liaison to Community Preservation Committee  
**No action →** 3. Notification of KENO license application by Seoul Kitchen, 142 Littleton Road  
**Approved 5-0** 4. Review the Open Meeting Law complaint filed by Jennifer Davis and discuss and approve responses to complaints, and any other similar complaints that may be received subsequent to posting of this agenda  
5. Request from the Dog Park Task Force to appoint Joshua Manuel and Deborah Rorke as full members with terms to expire June 30, 2018  
**Voted 5-0 to reduce the Task Force’s size to 16 members, and to appoint the two listed as full members pending the receipt of resignations**  
**No action →** 6. Consider follow up to Board of Health request for meeting
14. 9:05PM      **Consent Agenda- Request to approve the following**  
**Approved 5-0** Banner Request  
Event: Toys for Tots / Sun Santa Annual Event, December 1, 2016  
Organization: State Rep. James Arciero  
Banner Location: J.V. Fletcher Library  
Banner Dates: November 24 to December 2, 2016

**Approved 5-0** Town Common Request

Event: Christmas Nativity Scene

Applicant: Linda Day Sylvester, 99 Jimney Drive

Dates: November 26, 2016 to December 31, 2016

15. 9:10PM **Minutes for Approval**

Not For Release

**Approved 5-0** September 13, 2016- Executive Session

16. 9:15PM **Board Reports/Updates**

17. 9:20PM **Town Manager's Report**

1. Report on the request for proposals (RFP) for the disposition by sale of 35 Town Farm Road -*Eric Heideman, Assistant Town Manager*

**Voted 5-0 to authorize a survey on the right side of 35 Town Farm Road to ascertain the property's border**

2. Request from Nashoba Valley Chamber of Commerce for the town of Westford's top 5 double poles priority for National Grid and Verizon

**Voted 5-0 to accept recommendations provided by Richard Barrett, Highway Department Superintendent**

3. Discuss follow-up steps for Pan Am Railways train derailment

**Town Manager will send letter to Pan Am Railways and follow up at next meeting**

4. Request to approve the following contracts:

**Approved 5-0** a. Top Shelf Painting at \$70/hour, Longo Landscape Contractors LLC at \$82/hour and NewQuality Fence Corp. at \$80-85/hour for snow plowing and snow removal -*Richard Barrett, Highway Superintendent*

**No action** b. MDM Transportation Consultants, Inc. for traffic monitoring services for the Commerce Way driveway serving 540 Groton Road (Newport Materials) in the amount not to exceed \$9,500  
-*Chris Kluchman, Director of Land Use Management*

18. 9:30PM **Correspondence**

19. 9:35PM **Adjournment**

**Board of Selectmen  
Correspondence  
November 15, 2016**

**Outgoing Correspondence:**

18.01	11/10/16	Letter to Massachusetts Department of Transportation supporting the Beaver Brook Bridge project as a Transportation Improvement Plan project
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**Incoming Correspondence:**

18.02	10/03/16	Letter from Paul Plouffe, Principal Assessor, regarding the Board of Assessors and the “Drew Farms” Agricultural Preservation Restrictions
18.03	10/11/16	Letter from Paul Plouffe, Principal Assessor, to Kathleen Colleary, Department of Revenue, requesting legal opinion for determining values of Agricultural Preservation Restrictions
18.04	10/31/16	Letter to Land Court regarding Conway v. Planning Board by Jonathan Silverstein, KP Law PC
18.05	10/31/16	Notice from town of Acton regarding Independence Day activities
18.06	10/31/16	Notice from Cumberland Farms for move of corporate headquarters to Westborough, MA
18.07	11/07/16	Motion to Vacate Judgement regarding Newport Materials v. Planning Board by Jonathan Silverstein, KP Law PC
18.08	11/07/16	Friends of the Bruce Freeman Rail Trail Fall 2016 Newsletter
18.09	11/07/16	Notice of Taking by Massachusetts Department of Transportation Highway Division for 60 Littleton Road
18.10	11/07/16	Notice of affordable housing lottery at Paddock Estates, Boxborough, MA from Abbey Green, SEP LLC
18.11	11/07/16	Letter from Angela F.F. Davis, Executive Office of Public Safety and Security, stating the town was not selected for 2016 Commonwealth Security Trust Fund Grant Program funding
18.12	11/07/16	“The Beacon” publication November 2016 of the Massachusetts Municipal Association
18.13	11/07/16	Westford Council on Aging Newsletter November 2016
18.14	11/07/16	Economic Development Plan 2015 by the Executive Office of Housing and Economic Development
18.15	11/09/16	Notice from Sarah Ambrogi of Ambrogi Law Office PLLC of intention to sell Unit 25-3 Village at Stone Ridge, 11 Sandstone Road

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact  
Greg Johnson 978-692-5501 extension 1 or email to [gregjohnson@westfordma.gov](mailto:gregjohnson@westfordma.gov).*